

	Senior Secondary Delivery and Assessment Policy	Endorsed by Curriculum Committee: November 2022 Last reviewed: March 2018 Developed: March 2018
Information: 02 6076 1566	DET Schools Reference Guide:	Next review: November 2023
Manager: Principal	Refer to list at bottom of policy	Issue No: 1.2

Rationale/Aims:

The Senior Secondary Delivery and Assessment Policy aims to support Corryong College to provide a broad range of programs for our students in the later years of their secondary education, including students with special needs to access courses. It also aims to ensure the correct administration of records and consistency for senior secondary assessment.

Definitions:

ATAR: Australian Tertiary Admission Rank
 VCE: Victorian Certificate of Education
 VCE VM: Victorian Certificate of Education Vocational Major
 VPC: Victorian Pathways Certificate
 VCAA: Victorian Curriculum and Assessment Authority
 VTAC: Victorian Curriculum and Assessment Authority

Implementation:

The Senior Secondary Delivery and Assessment Policy will be clearly communicated to students, parents and staff through the VCE, VCE VM and the VPC Student and Staff Handbooks.

Senior students (and parents/guardians/carers) are provided with a Senior School Handbook annually. The handbook is provided during Term 3, before the process of Course Counselling for the following year, or on enrolment. This handbook provides a clear, written Course Outline for each VCE unit that will be offered by Corryong College in the following year. The handbook outlines what is covered in each unit, as well as general information regarding requirements to successfully attain a VCE, VCE VM or VPC. Following VCAA guidelines, staff will provide students with written outlines/tasks, giving detailed information regarding work requirements, such as due dates and task parameters.

The VCE Coordinator, Careers Coordinator, VCAL Coordinator, Assistant Principal and Principal are available throughout the year to assist and advise students and parents, regarding delivery and assessment of VCE, VCE VM, VPC and VET Units. During Term 3, each student (and parent/guardian/carer if they wish) is interviewed by two of these staff members in our Course Counselling process, to choose a course and subjects for the following year.

VCAA REQUIREMENTS FOR STUDENTS:

Please read this document in order to understand your rights and responsibilities with regard to completing the VCE, VCE VM or VPC in accordance with the Victorian Curriculum and Assessment Authority (VCAA) requirements.

Satisfactory completion of the VCE

In order to be eligible for the VCE, at least 16 units must be satisfactorily completed including: Three units from the English group, with at least one unit at Units 3 or 4 level (or two if you require an ATAR – see note below). English units may be selected from Foundation English Units 1 and 2, English Units 1 to 4, English (EAL) Units 3 and 4, English Language Units 1 to 4, and Literature Units 1 to 4.

At least three sequences of Units 3 and 4 studies other than English which may include any number of English sequences once the English requirement has been met.

Note: The Victorian Tertiary Admissions Centre (VTAC) advises that for the calculation of the student's Australian Tertiary Admission Rank (ATAR),

Satisfactory completion of both Units 3 and 4 of an English sequence is required.

For students that undertake 3 types of study at Units 3/4, eg Further Maths, Maths Methods and Specialist Maths, only 2 can be used in the student's best 4 subjects for ATAR calculation.

Students are generally required to undertake the following:

12 units (six studies) in Year 11.

10 units (five studies) in Year 12.

Satisfactory completion of a Unit:

To satisfactorily complete a unit in any study, students must demonstrate achievement of each of the outcomes for the unit as specified in the study design and advice for teachers.

Achievement of an outcome means:

The work meets the required standard as described in the outcomes.

The work was submitted on time.

The work is clearly the student's own.

There has been no substantive breach of rules.

If all outcomes are achieved, the student is awarded S (Satisfactory) for the unit.

A student may not be granted satisfactory completion if:

The work is not of the required standard as described in the outcomes.

The student has failed to meet a school deadline or approved extension of time for the assessment task.

The work cannot be authenticated.

There has been a substantive breach of rules including school attendance rules (80%)

The VCAA administrative handbook states that **all VCE units require a minimum of 50 hours of class time.** A student needs to attend sufficient class time to complete work. **At Corryong College Secondary College, an 80% class attendance rate has been set to ensure sufficient class time to complete work.**

Teachers will advise students about the work required to satisfy a unit at the beginning of each semester. Evidence of the completion of work will be in the form of:

A record of work completed in class.

A record of work completed for homework.

The satisfactory completion of assessment tasks.

To ensure that students are aware of the difference between assessment tasks used to demonstrate the satisfactory completion of an outcome and coursework required by the teacher for the purpose of teaching and learning, students will be informed of assessments in advance. When they are to be assessed for the satisfactory completion of an outcome using a designated assessment task,

students must be provided with information about the task including the date on which it will take place, the scope and duration of the task and the criteria for assessment.

Coursework tasks should not be confused with assessment tasks. They make a valuable contribution to students' learning but their completion cannot be used to pass or fail a student for a unit.

Graded Assessment:

Students demonstrate the level of their achievement of each of the outcomes in the units they are undertaking through their performance on the *School Assessed Coursework (SACs)* designated for that unit. These tasks will be completed mainly in the classroom, in class time.

At the beginning of each unit, students will be given a schedule of SAC dates.

Units 1 and 2:

To ensure consistency of assessment in Units 1 and 2, staff will follow the VCAA Performance Descriptors and Study Design Outcomes.

Outcomes will be assessed and graded using the key knowledge and skills designated by the VCAA. In these Units, S or N results are reported to the VCAA. The college will provide students with marks and feedback appropriate to each assessment task and each outcome, including advice on where and how improvements can be made for further learning. Performance will be reported on the end-of-semester reports as Very High, High, Medium, Low, Very Low (VH=85+, H=75-84, M=65-74, L=45-64, VL=44-0). Marks are not reported to the VCAA and are not subject to moderation.

Units 3 and 4:

Coursework assessment or *School Assessed Coursework (SAC)* describes the most commonly used form of graded assessment used to measure each student's level of achievement based on the assessment tasks designated for the unit.

This assessment will take place mainly in the classroom under teacher supervision over a specified period of class time. Coursework scores are forwarded to the VCAA and are subject to statistical moderation. Details of the moderation procedure may be found in the pamphlet *Statistical Moderation of VCE Coursework* which can be accessed on the VCAA website: www.vcaa.vic.edu.au.

S or N results for each unit will be reported on in Semester 1 school based reports; students will receive this information from the VCAA for Semester 2.

At the school level, students will be given feedback appropriate to each assessment task and each criterion including advice on where and how improvements can be made for future learning.

School Assessed Tasks (SATs) are forms of assessment which are undertaken over a longer period of time and occur in studies where students complete a product or folio, eg. Studio Arts, Visual Communication and Design, Design and Technology. During the period of the SAT teachers and students will view and document progress on the authentication template (Appendix B). The scores for SATs are forwarded to the VCAA and are subject to review based on student performance on the General Achievement Test (GAT) which is held in June. The VCAA will inform students of their level of achievement on School Assessed Tasks. At the school level students will receive regular feedback throughout the duration of the task.

Please note: In some studies there are designated SACs that are not scored but are essential for determining S or N.

Attendance at assessment tasks:

A student who is absent from an assessment task should contact the school on the day of the assessment task.

Units 1 and 2:

Evidence for the reason for missing SAC is strongly encouraged to be in the form of a medical certificate or an explanatory letter from a parent/guardian/carer. A replacement SAC will then be negotiated.

Units 3 and 4:

Evidence for the reason for missing SAC **must** be in the form of a medical certificate (or other similar evidence, such as a report from a counsellor etc.) to cover the student's absence. The school may verify this documentation with the practitioner (or other party) concerned. A replacement SAC will then be negotiated.

Students who do not satisfactorily complete all the criteria for an assessment task will have an opportunity to redeem this situation after consultation with their teacher. This redemption **will not change the score** for that assessment task, but may qualify the student to earn an S for the outcome.

Completion of a replacement SAC:

In order to satisfactorily complete outcomes, students undertaking Units 1 to 4 should immediately see their teachers on return to school to be informed of the date for their replacement SACs. Students who haven't completed the missed SACs within two weeks will be referred to the VCE Coordinator.

Extension of time to complete SATs:

Students who are unable to complete a SAT by the due date must apply to the VCE Coordinator **prior to the due date** for an extension of time and **must provide** a medical certificate or other documentation to support their application. Extensions of up to two weeks from the original date may be granted.

Authentication of Coursework and Assessment Tasks:

In order to meet the requirements for satisfactory completion of a unit, students must submit work that is **clearly their own** and that has not been submitted for assessment in any other unit. Apart from the incorporation of appropriately referenced text and source material, no part of a student's work may be copied from any other person's work.

A student should not accept undue assistance from any other person in the preparation and submission of work. Any material referred to in student work should be attributed to its source.

Teachers will provide opportunities throughout the unit to check and authenticate each student's work as students proceed through the completion of the assessment tasks. Students must show teachers work in progress to assist in demonstrating the authenticity of the work.

If a teacher believes that a student has submitted work which is not his or her own, or that a student is in breach of other rules relating to school assessment set by the college, the teacher will investigate the matter and submit a written report to the VCE Coordinator, who will then conduct further enquiries as deemed necessary.

The VCE Coordinator will act in an advisory capacity to the Principal, who is responsible for determining what action is to be taken.

For more information see: <http://www.vcaa.vic.edu.au/>

Computer Use:

When students use a computer to produce a work requirement or assessment task it is the student's responsibility to ensure that:

There is an alternative system available for use in case of computer or printer malfunction or unavailability.

Hard copies of the work in progress are produced regularly to meet drafting and authentication requirements.

Work is saved onto a back-up file, which should not be stored with the computer. It is imperative that all work is regularly backed up onto appropriate memory devices at school and at home.

Computer errors and problems are NOT sufficient reason for an extension of time to be given to complete a piece of assessment.

Special Provision:

Where students have special circumstances reducing their ability to satisfactorily meet the requirements of their senior school program, Corryong College Secondary works with the student and their family to ensure supports are put in place to assist the student. The VCE Coordinator, VCAL Coordinator and Student Wellbeing Counsellor may all be involved in this process.

Students who experience some form of *chronic or significant hardship* during the year due to medical, physical and/or other serious reasons can apply for Special Provision. The VCAA may, depending on the nature of the hardship, allow the school to provide one or more of the following forms of support: extra time for SACs, a separate room for completion of SACs, use of a computer or use of a reader and/or scribe. These forms of support may also apply to exams.

It is imperative that significant hardships are well documented. The appropriate documentation must specify the problem, severity, treatment if any, effect on study and dates involved. Medical practitioner's or psychologist's reports must be provided by the student to support their application. Students wishing to apply for Special Provision should see the VCE Coordinator at the start of the year, or when the hardship arises.

Year 12 students completing their VCE who have experienced severe hardship due to personal, health, financial or other reasons, through the whole or part of the year should complete a SEAS (Special Entry Access Schemes) if they wish to apply for tertiary courses. Application Form at the end of the year. This form is sent to VTAC and could assist with tertiary entrance. This form will be available from the school or on the VTAC website: www.vtac.edu.au.

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Approved:

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